

SUPPORTING  
THE WARRIOR  
A MARINE CORPS  
TRADITION



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## *eQual - The New Qual/Cert Management Tool*



**Environmental and Explosives  
Safety Team  
PM Ammo  
Mr. Mike James  
Captain Bill Inns**





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# Training Purpose

To provide an overview of the eQual program capabilities



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# eEqual System Purpose

- Provides controls for Qual/Cert authorization and approvals
- Stores and tracks Qual/Cert records and training records
- Allows personnel to view their training history online
- Allows visibility of members' training records



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## ESI Findings

- Trends show that Qual/Cert findings have contributed to 6.2 % of ESI findings from 1998-2008
- Records-Element 5 account for 33% of the findings (ESIs conducted from 2004-present)
  - Training-Element 2 is second with 26%
- Most common findings include:
  - Board Member not assigned by CO
  - Not properly documenting Decertification
  - Incorrectly fixing wrong entries on Qual/Cert form



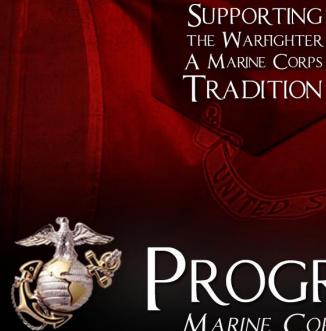
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## eEqual Project Objectives

- Automate personnel explosives Qual/Cert process
- Eliminate “wet” signatures throughout Cert process
- Eliminate need for personnel to hand-carry training folder to each Activity
- Standardize the Qual/Cert program at all USMC Ground Installations

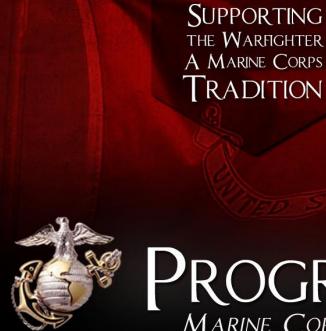


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# eQual System Overview

- Web-based application
  - Resides on Marine Ammunition Knowledge Enterprise (MAKE)
- User authentication via MAKE
- Role-based security
- Online help designed to provide instant guidance when needed



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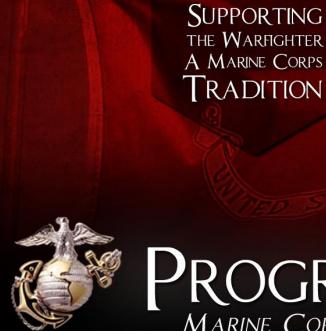
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# eQual Benefits

eQual tracks all designated personnel

- Ground Ammo Techs
- EOD
- Military Working Dogs
- DoD Civilians
- Contractors

Note: Aviation ordnance will not be using eQual

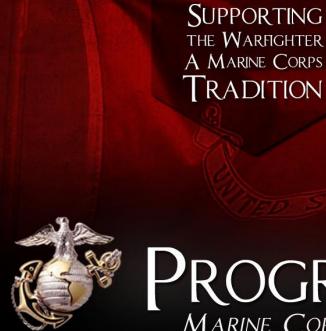


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# Minimum System Requirements

- CAC Login
- Internet/NIPRNet connection
- Microsoft Internet Explorer 5.5
- Valid MAKE member ID and password
- Adobe Reader



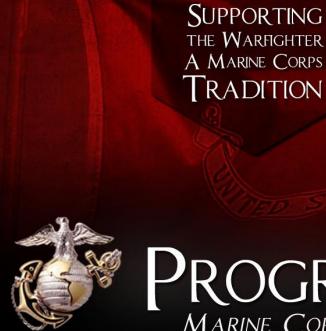
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# eQual Functionality

## Built-in checks and balances include:

- Rank assignment (waiver required)
- Certification Levels/Task Codes assignment for individual Board Members
- Verifies Board Chairman MOS



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# Automation of Certification Process

- Training event creation & expiration
- Waivers generation & expiration
- Certification qualification, approval, & expiration
- Decertification & recertification

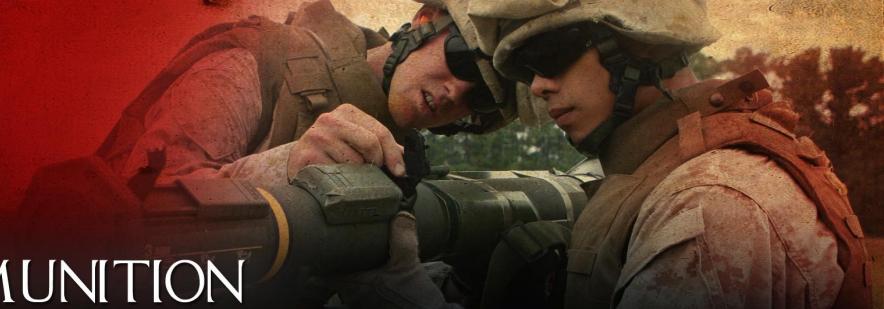
# Automation of Certification Process Continued

- Revocation for cause
- TAD assignments and transfers
- Annual Reviews
- Letter generation
- Electronic signature
- Document upload & storage



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## eQual Functionality

- Assignment letter
- Rank Waiver letter
- Decertification letter

<p>8023 ORD 10 JUN 09</p> <p>014/33040 33040/2305 USMC</p> <p>REIREMENT TO TL</p> <p>ries)</p> <p>reference, a rank waiver is granted to</p> <p>am Leader in this</p> <p>ification and Certification Program of</p> <p>losives.</p> <p>Organization does not support the</p> <p>at the rank requirement</p> <p>st.</p> <p>erience required to fulfill</p> <p>Team Leader.</p> <p>reference, this waiver will be</p> <p>at this Command is Dusty Baker,</p> <p>Nick Barone</p>	<p>8023 ORD 10 JUN 09</p> <p>014/33040 33040/2305 USMC</p> <p>REIREMENT TO TL</p> <p>ries)</p> <p>reference, a rank waiver is granted to</p> <p>am Leader in this</p> <p>ification and Certification Program of</p> <p>losives.</p> <p>Organization does not support the</p> <p>at the rank requirement</p> <p>st.</p> <p>erience required to fulfill</p> <p>Team Leader.</p> <p>reference, this waiver will be</p> <p>at this Command is Dusty Baker,</p> <p>Nick Barone</p>	<p>8020 ORD 10 JUN 09</p> <p>33040 305, USMC</p> <p>IFICATION AND CERTIFICATION</p> <p>BASE MIL POL BN</p> <p>0.2</p> <p>ences, you are hereby assigned</p> <p>ol Bn Qualification</p> <p>ard Chairperson.</p> <p>erformance of your duties by the</p> <p>the Board Chairperson</p> <p>o not have an Aviation Ordnance</p> <p>atter is:</p> <p>icorp.com</p> <p>Dusty Baker</p>
---	---	---

From: 2ndLt Dusty Baker  
To: Cpl James Carville/2305

Subj: DECERTIFICATION FOR CAUSE

Ref: (a) MCO 8023.3 (series)

1. In accordance with the reference, you are decertified from this Command's Personnel Qualification and Certification Program for Class V Ammunition and Explosives.

2. You have received this decertification letter for the following reasons: Comments here.

3. The point of contact at this Command is Nick Barone, Quantico, 703-555-1212, nbarone@usmc.mil.

2ndLt Dusty Baker  
By direction



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# Certification Process

- Certification process starts when an individual is entered in the system
- eEqual tracks
  - When an individual is due for training
  - When the certification is expiring
- Signatures will not be seen in eEqual - eEqual creates a date/time stamp for training and certification
- Only after the BC validates the entry is the person “certified” for the event



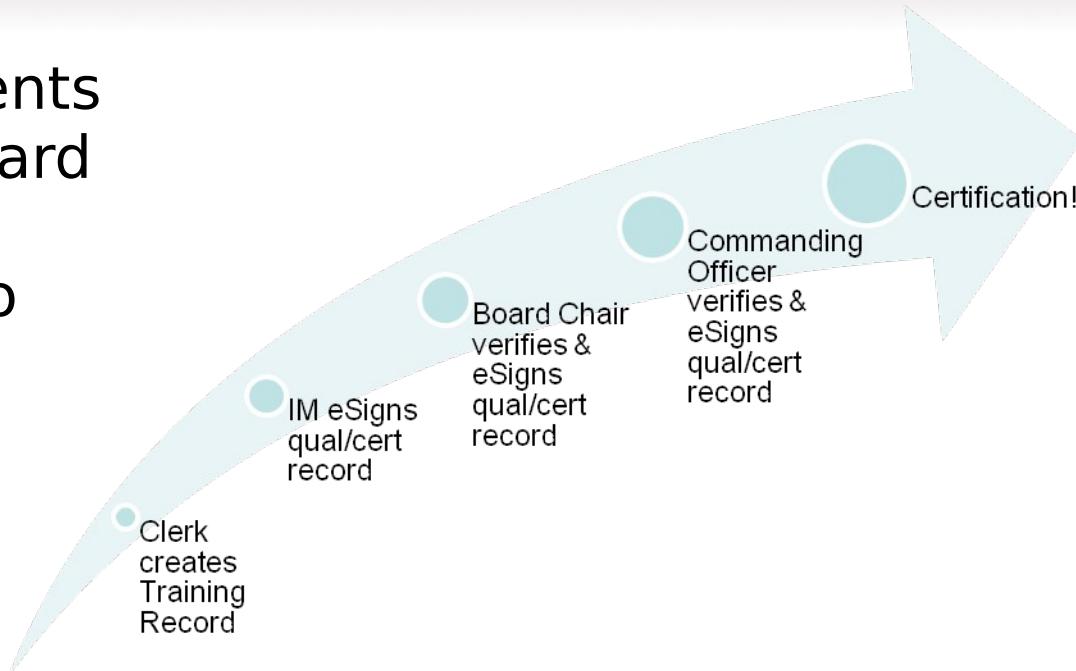
# PROGRAM MANAGER, AMMUNITION

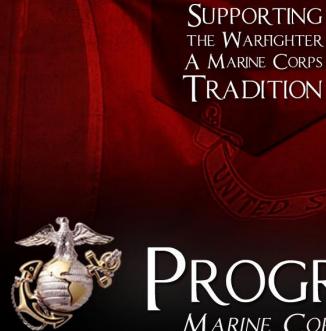
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## Certification Life Cycle

All training events  
that count toward  
certification/  
qualification go  
through this  
process





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# eQual User Roles

Rights and privileges of each role prevent unauthorized manipulation of data

- Individual Member Clerk
- Board Member
- Board Chair
- Commanding Officer
- Systems Administrator
- Administrator



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## Common Tasks

- Search for a member
- View Training History
- Upload a document
- View a document
- Use work lists
- Sort and filter



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## eEqual Search for a Member

- All roles but IM
- Search by:
  - First/Last Name
  - Activity
- Use \* as wildcard

**eEqual - Explosives Qualifications and Certifications Program**

Current Member: MORLEYRA Current Member Role: Clerk

[Printer Friendly](#)

**Browse Personnel**

**Work Lists**

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(1\)](#)
- [View pending certifications \(27\)](#)
- [Validate historical records \(2\)](#)

First Name:

Last Name:

Member ID:

MAKE Logon:

Activity Name  013-31000: MARINE CORPS BASE

[View Selected Personnel](#)

Select Action: [\[Select Action\]](#)

■	Rank/ Grade ▾	First Name ▾	Middle Initial ▾	Last Name ▾	Member ID ▾	MAKE Logon ▾	TAD To		TAD From		History ▾
							MCC ▾	RUC ▾	MCC ▾	RUC ▾	
<input type="checkbox"/>	YA-1	Mike	M	Mickey			013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	GS-11	Test	D	England					013	31000	<a href="#">View</a>
<input type="checkbox"/>	GS-10	Snow	t	West			013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	SSgt	Robert	A	Morley	1272	morleyra	013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	SSgt	Herb	E	Side	1310	sidehe	013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	GS-5	LIONEL	K	BELLAMY					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Sgt	ALEX	D	EGAN					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Sgt	Nicole	t	Kidman			032	02401	013	31000	<a href="#">View</a>
<input type="checkbox"/>	Cpl	Mustard	F	Hot					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Cpl	Lee	G	Testing					013	31000	<a href="#">View</a>
<input type="checkbox"/>	LCpl	RONG	C	CAO					013	31000	<a href="#">View</a>
<input type="checkbox"/>	LCpl	Johnathan	B	McEntire	1273	mcentirejb			013	31000	<a href="#">View</a>
<input type="checkbox"/>	PFC	JohnIM	C	Doe					013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Gil	T	Azell	1298	azellgt			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	KENYA	G	BOTHA					013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Barb	B	Cue	1320	cuebb			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Sue	S	Denley	1289	denleyss			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Bart	D	Jordan	1274	jordanbd			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Michael	A	Rodriguez		EDSIWEST R			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Joe	D	Smith					013	31000	<a href="#">View</a>



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## View Training History

- All roles
- eSign pending Qual/Certs
- View documents
- View Qual/Certs statuses

Equal - Explosives Qualifications and Certifications Program

Current Member: MORLEYRA Current Member Role: Clerk

Printer Friendly

Personnel Training History

SSgt A Morley Member ID: 1272 MAKE Logon: morleyra MCC: 013 RUC: 31000 Unit Name: MARINE CORPS BASE

Member Documents - [Upload Member Document](#)

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	<a href="#">Test doc</a>	This is a test doc.	Johnathan B McEntire	3/9/2009 1:05:33:40 PM

Enter Training Records

Training History and Current Certifications

Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Date	Details
<input type="radio"/>	2/27/2009	CLUSTER BOMB UNITS (CBU)	TRANSPORTATION	TM	INFORMAL	Pending IM esignature	
<input type="radio"/>	2/27/2009	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING, ARM/DEARM	SO	FORMAL	Decertified	
<input type="radio"/>	11/19/2008	JATO/RATO	ASSEMBLY/DISASSEMBLY	TM	ON THE JOB	Decertified	
<input type="radio"/>	2/27/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	INFORMAL	Decertified	
<input type="radio"/>	2/25/2009	HE MUNITIONS AND COMPONENTS	ARM/DEARM	TM	INFORMAL	05/04/2009	<a href="#">View</a>
<input type="radio"/>	5/13/2009	PYROTECHNICS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY	TL	FORMAL	05/18/2009	<a href="#">View</a>
<input type="radio"/>	2/27/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING, ARM/DEARM, INSTALLATION/REMOVAL, AIRCRAFT RELEASE AND CONTROL	TM	FORMAL	N/A	

Options for selected training record:

[Edit Training Record](#) [Reg Training Record for Deletion](#) [Upload Training Document](#) [Cancel](#) [Reset Form](#)

Last Updated: Friday, May 22, 2009  
<https://99.136.232.178/kmp/>

Marine Corps Systems Command  
Program Manager for Ammunition



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# Upload Document

- Most roles – not IM
- Upload member doc or training doc
- Most training docs will be uploaded

### Personnel Training History

**LCpl Johnathan B  
McEntire**

**Member Documents - [Upload Member Document](#)**

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25 May 09</a>	Jays Testing	Robert A Morley	5/26/2009 11:33:00.787 AM

Member ID: 1273    MAKE: mcentirejb    MCC: 013    RUC: 31000    Logon: [LOGON](#)

Unit: MARINE CORPS    Name: BASE

\* All Fields Required

**Upload Member Document**

Document Title	<input type="text"/>
Document Description	<input type="text"/>
Document	<input type="file"/> <span style="margin-left: 10px;"><a href="#">Browse...</a></span>
<input style="margin-right: 10px;" type="button" value="Upload Member Document"/> <input type="button" value="Cancel"/>	

**LCpl Johnathan B  
McEntire**

**Member Documents - [Upload Member Document](#)**

Action	Document
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25 May 09</a>

\* All Fields Required

**Upload Training Record Document**

Document Title	<input type="text"/>
Document Description	<input type="text"/>
Document	<input type="file"/> <span style="margin-left: 10px;"><a href="#">Browse...</a></span>
<input style="margin-right: 10px;" type="button" value="Upload Training Document"/> <input type="button" value="Cancel"/>	



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- All roles
- Member or training docs can be viewed

**Personnel Training History**

LCpl Johnathan B McEntire		Member ID: 1273	MAKE Logon: mcentirejb	MCC: 013 RUC: 31000	Unit MARINE CORPS Name: BASE
Member Documents - <a href="#">Upload Member Document</a>					
Action	Document	Document Description	Uploaded By	Date Uploaded	
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25 May 09</a>	Jays Training	Robert A Morley	5/26/2009 11:33:00.787 AM	<a href="#">View Member Doc</a>

5/11/2009	UNDERWATER SOUND SIGNALS	STORAGE/STOWAGE	TL	FORMAL	05/26/2009	<a href="#">View</a>
Document	Document Description		Uploaded By	Date Uploaded	Action	
<a href="#">test document</a>	test document		Sue S. Denley	5/26/2009 7:46:04.630 AM	<a href="#">Delete</a>	<a href="#">View</a>
5/1/2009	PYROTECHNICS	STORAGE/STOWAGE	TM	ON THE JOB	05/29/2009	<a href="#">View</a>

**Options for selected training record:**

[Edit Training Record](#) [Flag Training Record](#) [Upload Training Document](#) [Cancel](#) [Reset Form](#)



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## eQual Use Work Lists

- Vary by role
- Give quick view of assigned tasks

**Work Lists**

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(1\)](#)
- [View pending certifications \(27\)](#)
- [Validate historical records \(2\)](#)

Clerk Work Lists

**Work Lists**

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(0\)](#)
- [View pending certifications \(2\)](#)
- [Validate historical records \(2\)](#)
- [View pending annual reviews \(0\)](#)
- [View records pending deletion \(0\)](#)
- [View records pending revocation \(0\)](#)

Commanding Officer & Board Chair Work Lists



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## Sort and Filter Results

Click in column header to sort

Select	Rank/Grade	First Name	Middle Initial	Last Name	TAD From
					MCC
					RUC
Select	2ndLt	Dusty	J	Baker	014 33040
Select	SSgt	Michael	M	Anderson	014 33040
Select	SSgt	Nick	C	Barone	014 33040
Select	Cpl	Rod	C	Carew	014 33040
Select	Cpl	James	A	Carville	1309james.a.c 014 33040
Select	Cpl	Roberto	J	Clemente	1310roberto.j. 014 33040
Select	LCpl	Robert	D	Cabana	1307robert.d.c 014 33040

Last Names unsorted

Click in column header to filter by options

Select	Rank/Grade	First Name	Middle Initial	Last Name	TAD To	TAD From
					MCC	RUC
					MCC	RUC
Select	(All)				1304 michael.m	014 33040
Select	(Empty)				1305 Dusty.J.B.	014 33040
Select	(NonEmpty)				1306 nick.c.bar	014 33040
Select	2ndLt	Rod	C	Carew	32300 014 33040	
Select	Cpl	James	A	Carville	1309james.a.c 014 33040	
Select	LCpl	Robert	J	Clemente	1310roberto.j. 014 33040	
Select	SSgt					

Filter button

Filter options

Select	Rank/Grade	First Name	Middle Initial	Last Name	TAD From
					MCC
					RUC
Select	SSgt	Michael	M	Anderson	1304 014 33040
Select	2ndLt	Dusty	J	Baker	1305 014 33040
Select	SSgt	Nick	C	Barone	1306 014 33040
Select	LCpl	Robert	D	Cabana	1307 014 33040
Select	Cpl	Rod	C	Carew	1308 014 33040
Select	Cpl	James	A	Carville	1309 014 33040
Select	Cpl	Roberto	J	Clemente	1310 014 33040

Last Names sorted A-Z

Select	Rank/Grade	First Name	Middle Initial	Last Name	TAD To	TAD From
					MCC	RUC
					MCC	RUC
Select	Cpl	James	A	Carville	1309 014 33040	
Select	Cpl	Roberto	J	Clemente	1310 014 33040	

Results filtered for Cpl

# Delete a Document

- If you upload the wrong doc or need to replace it with another
- Can delete a member document or a training document

**SSgt Nick C Barone**

Member Documents - [Up](#)

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	<a href="#">Test doc</a>	this is a test member doc	Michael M Anderson	6/15/2009 7:13:21.793 AM

**Member Training History**

Name: MCC: 014 RUC: 33040      Unit: MIL POL  
Name: BN

[Enter Training Records](#)

Training History and Current Certifications								
Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Date	Details	
<input type="radio"/>	6/9/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING	TL	FORMAL			
<input type="radio"/>	6/9/2009	HE MUNITIONS AND STORAGE/STOWAGE, COMPONENTS	TUBELOADING	TL				
<input type="radio"/>	6/9/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, LOAD/DOWNLOAD	TL	FORMAL			
Document		Document Description			Uploaded By	Date Uploaded	Action	
<a href="#">Training_Doc</a>		This is a training doc			Michael M. Anderson	6/9/2009 9:49:21.850 AM	<a href="#">Delete</a>	

Document Number: ASIS-



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# Reports

- Member Qualification Report
- Expiring Annual Certifications
- Expiring Certifications while on TAD
- Expiring 180-day Training
- Expiring Waivers



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# Member Qualification Report

- Provides view of Activity members filtered by:
  - Cert level
  - Explosive family/device
  - Work task codes
- View depends on notification settings

**eQual - Explosives Qualifications and Certifications Program**

Current Member: MORLEYRA Current Member Role: Clerk

[Printer Friendly](#) [View PDF Version](#)

[Print Report](#)

Rank	First Name	Middle Initial	Last Name	Explosive Family	Work Task Codes	Cert. Level	MCC	RUC	Cert. Date
N/A	Gil	T	Azell	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	013	31000	05/14/2009
E3	Johnathan	B	McEntire	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	013	31000	05/06/2009

Last Updated: Thursday, August 21, 2008  
<https://99.136.232.178/kmp/>

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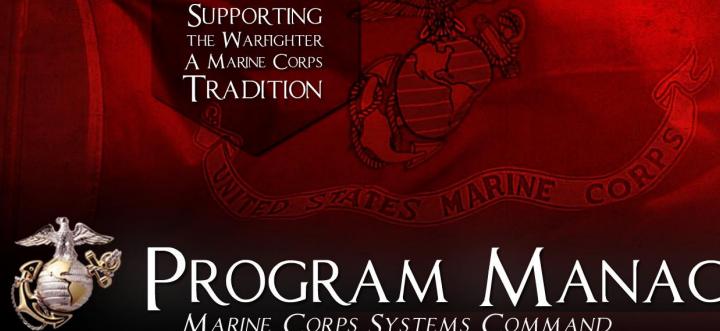
MARINE CORPS SYSTEMS COMMAND



## Expiring Annual Certifications

- Certifications shouldn't be allowed to expire
- Cert process would start over if expires
- Clerk must ensure that additional training is done to continue certification
- Can be viewed as HTML or PDF document

Annual Certifications Expiring Within 60 Days										
Rank	First Name	Middle Initial	Last Name	Event Date	Explosive Family/Device	Work Task Codes	Cert. Level	Event Type	Cert. Date	
N/A	Helen	A	Handbasket	04/01/2009	AAA	GUN-JAM CLEARING TM	FORMAL	03/01/2008		
E1	equal	d	Clerk	04/01/2009	BIG BAD EXPLOSIVE INSTALLATION/REM OVAL	TEST0 ON THE JOB	1	03/10/2008		
N/A	Helen	A	Handbasket	05/20/2009	BIG BAD EXPLOSIVE TRANSPORTATION	TL	ON THE JOB	06/01/2008		
N/A	Helen	A	Handbasket	11/20/2008	TESTING FAMILY ADD	ASSEMBLY/DISASSE	1234	ON THE JOB	06/20/2008	
E6	Joe	D	Smith	02/13/2009	QUICKSTRIKE MINES	STORAGE/STOWAG	TM	FORMAL	04/29/2009	
E6	Joe	D	Smith	02/13/2009	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAG	TM	FORMAL	04/29/2009	



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# Expiring Certifications while on TAD

- Losing clerk must monitor members on TAD
- Must take action to ensure Certs are kept current
- Report shows those members whose certifications will expire while they are on TAD



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# Expiring 180-day Training

- Training that supports Cert process
- Shouldn't let it expire
- If expired, member should be de-certified



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## Expiring Waivers

- Waivers are 12 months long
- Usually E3 is promoted out of need for waiver
- If not, then waiver renewal needed
- Annual Review & Rank Waiver dates must match

SUPPORTING  
THE WARRIORTER  
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TRADITION



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# CLERK



UNITED STATES MARINE CORPS



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## Clerk Main Screen

**eEqual - Explosives Qualifications and Certifications Program**

 [Home](#) [My Training History](#) [My Pending Qual/Certs](#) [Reports](#) [Admin](#) [FAQs](#) [Preferences](#) [Help](#) [Log off](#) [Return to MAKE](#)

Current Member: MICHAEL.M.ANDERSON Current Member Role: Clerk

[!\[\]\(a309eb8fb6b8287e60412dbc182b6907\_img.jpg\) Printer Friendly](#)

**Browse Personnel**

**Work Lists**

[View expiring waivers \(0\)](#)  
[View certifications expiring on TAD \(0\)](#)  
[View expiring 180-day training events \(0\)](#)  
[View pending certifications \(87\)](#)  
[Validate historical records \(1\)](#)

First Name:   
Last Name:   
Member ID:   
MAKE:   
Logon:

Select one or more Activities and/or enter criteria to view a personnel roster.

**Activity Name**

014-33040: MIL POL BN  
 014-33130: CORRECTIONS BN  
 024-02020: MARINE CORPS AIR STATION  
 024-45144: IPAC MCAS NEW RIVER

[View Selected Personnel](#)



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## Clerk Tasks

- Create/Edit Member
- Add training record
- Create a training event
- Manage TAD assignments
- Transfer members
- View members/Activities/ training history
- Generate/View reports
- Manage Inactive Members
- Flag records for deletion



# PROGRAM MANAGER, AMMUNITION

*MARINE CORPS SYSTEMS COMMAND*



# Create/Edit Members

# Create Member

- Notified of new member requests
- Based on MAKE logon

## Edit Member

- Cannot edit MAKE logon or Member ID
- Can change all other member info



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## Add Training Records

- Recent Qual/Certs in Training Jacket - training records
- Older Qual/Certs - scanned & uploaded as member document
- Must go through validation process similar to certification process

**Personnel Training History**

Action	Document	Document Description	Uploaded By	Date
Delete	TL Rank	Jays Testing	Robert A Morley	11
Waiver/25				

**Training History and Current Certifications**

Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Date
<input type="radio"/>	7/8/2008	QUICKSTRIKE MINES	ARM/DEARM	TM	FORMAL	Pend App
<input type="radio"/>	11/10/2008	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD	TM	FORMAL	Dec

[Enter Training Records](#)

**Enter Training Record**

\*Training Event Date:

\*Explosive Family/Device:

Hold down the Ctrl key and click multiple items. To select several items at once, hold the Shift key and then click the items.

\*Work Task Codes:

STORAGE/STOWAGE  
HANDLING  
ASSEMBLY/DISASSEMBLY  
LOAD/DOWNLOAD  
TUBEOLOADING  
ARM/DEARM  
INSTALLATION/REMOVAL  
AIRCRAFT RELEASE AND CONTROL

Current Certification Status:

\*Certification Level:

\*Event Type:

**Submit Training Record for Validation** **Cancel**

**Clear Form**



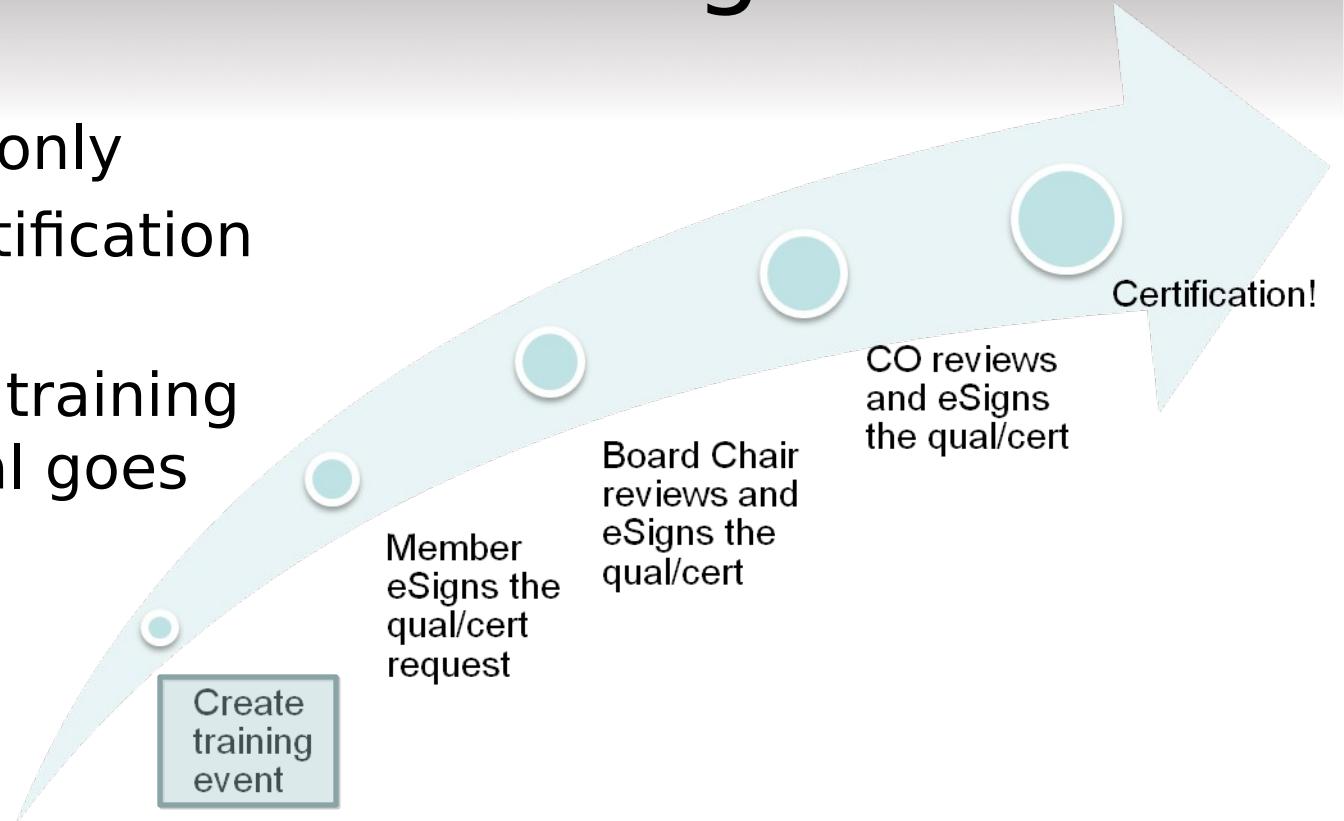
# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## Create Training Event

- Clerk role only
- Starts Certification Process
- Applies to training after eQual goes live



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Manage TAD Assignments

- Can see
  - Who is on TAD
  - Who is returning soon
- Can return members from TAD here



# eQual - Explosives Qualifications and Certifications Program

[Home](#) [My Training History](#) [My Pending Qual/Certs](#) [Reports](#) [Admin](#) [FAQs](#) [Preferences](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: MORLEYRA

[Printer Friendly](#)

[Manage Members](#)

[Create Member](#)

[Edit Member](#)

[Manage Inactive Members](#)

[Manage TAD Assignments](#)

**Browse and Manage Current TAD Assi**

**Members Currently Assigned to TAD**

Rank	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	TAD To		TAD From		Assigned Date	Return Date	Return from TAD
						MCC	RUC	MCC	RUC			
E6	Herb	E	Side	1310	sidehe	013	31000	024	02020	05/30/2008	06/03/2009	<a href="#">Return</a>
GS-10	Snow	t	West			013	31000	024	02020	05/30/2008	06/03/2009	<a href="#">Return</a>
YA-1	Mike	M	Mickey			013	31000	024	02020	05/30/2008	06/03/2009	<a href="#">Return</a>
E5	Nicole	t	Kidman			032	02401	013	31000	05/30/2008	06/17/2009	<a href="#">Return</a>

**TAD Assignments Expiring within 30 days**

Rank	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	TAD To		TAD From		Assigned Date	Return Date	Return from TAD
						MCC	RUC	MCC	RUC			
E6	Herb	E	Side	1310	sidehe	013	31000	024	02020	05/08/2008	06/05/2009	<a href="#">Return</a>
GS-10	Snow	t	West			013	31000	024	02020	05/05/2008	06/02/2009	<a href="#">Return</a>
YA-1	Mike	M	Mickey			013	31000	024	02020	05/15/2008	06/03/2009	<a href="#">Return</a>
E5	Nicole	t	Kidman			032	02401	013	31000	05/30/2008	06/17/2009	<a href="#">Return</a>



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## Send Member on TAD

- Clerk role only
- Losing Clerk can still see Qual/Cert records
- Search results show member location
- Gaining Clerk may need to access Qual/Cert record or add new training

**Browse Personnel**

Work Lists

[View expiring waivers \(0\)](#)  
[View certifications expiring on TAD \(0\)](#)  
[View expiring 180-day training events \(1\)](#)  
[View pending certifications \(27\)](#)  
[Validate historical records \(2\)](#)

First Name	Last Name	Member ID	MAKE Logon	Activity Name
Mike	Mickey			013-31000: MARINE CORPS BASE
Test	England			
Snow	West			
Robert	Morley	1272	morleyra	
Herb	Side	1310	sidehe	
LIONEL	BELLAMY			
ALEX	EGAN			
Nicole	Kidman			
Mustard	Hot			
Lee	Testing			
LCpl RONG	CAO			
Johnna	mcEntirejb			

Select Action: [\[Select Action\]](#)  
[\[Select Action\]](#)  
[Create Training Event](#)  
[Transfer](#)  
[Assign Members to TAD](#)

013 31000 024 02020 [View](#)  
013 31000 [View](#)

**Assign Members to TAD**

Rank/Grade	First Name	Middle Initial	Last Name	Member ID	MAKE Logon
LCpl	RONG	C	CAO		

Assign Members TAD to:

MCC: ---  
RUC: ---

TAD Assigned Date:   
TAD Return Date:

**Save** **Cancel** **Reset Form**

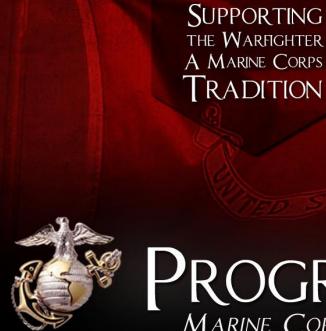


# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Transfer a Member

- Clerk role only
- Member is removed from losing Clerk's Activity & no longer has access to member's training history
- No longer found in losing Clerk's search results
- Member and his/her training history appears in gaining Clerk's search results



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Generate Reports

- Certifications Expiring while member is on TAD
- Expiring 180-Day Training
- Expiring Annual Certifications
- Expiring Waivers
- Member Qualification Report



# PROGRAM MANAGER, AMMUNITION

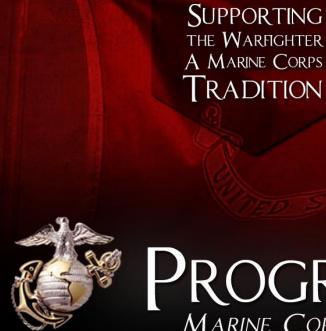
MARINE CORPS SYSTEMS COMMAND



## Manage Inactive Members

- Inactive due to transfer to a billet where Qual/Cert is not required
- Inactive due to retirement or end of service
- Can make members active or inactive
- Make member inactive through Edit a Member
- Reactivate a member through Manage Inactive Members

Manage Inactive Members							
Rank/Grade	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	Status	Action
GS-5	ee	f	dd			Inactive	<a href="#">Set Active</a>
Cpl	Gilbert	R	Hodges	1317	gilbert.r.hodg	Inactive	<a href="#">Set Active</a>



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Flag Record for Deletion

- Clerk role only
- Clerk can only flag a record for deletion - BC/CO accepts or rejects the flag
- Can flag records that have not been eSigned by anyone
- Must provide justification for the deletion

SUPPORTING  
THE WARRIORTER  
A MARINE CORPS  
TRADITION



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## BOARD CHAIR



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Board Chair Main Screen

**eEqual - Explosives Qualifications and Certifications Program**

 [Home](#) [View Pending Actions](#) [Manage Decertified Records](#) [Reports](#) [Admin](#) [FAQs](#) [Preferences](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: NICK.C.BARONE Current Member Role: Board Chairperson

[!\[\]\(2ccad62c2bfda4a3e76508c6dd6318bb\_img.jpg\) Printer Friendly](#)

**Browse Personnel**

**Work Lists**

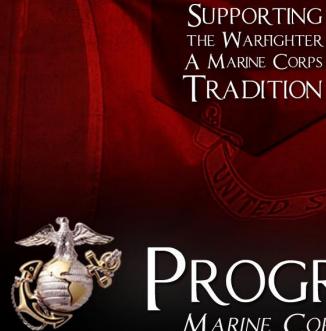
[View expiring waivers \(0\)](#)  
[View certifications expiring on TAD \(0\)](#)  
[View expiring 180-day training events \(0\)](#)  
[View pending certifications \(10\)](#)  
[Validate historical records \(0\)](#)  
[View pending annual reviews \(0\)](#)  
[View records pending deletion \(1\)](#)  
[View records pending revocation \(0\)](#)

First Name:   
Last Name:   
Member ID:   
MAKE Logon:

Activity Name  
 014-33040: MIL POL BN

[View Selected Personnel](#)

Select one or more Activities and/or enter criteria to view a personnel roster.

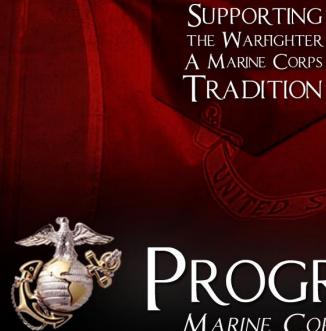


# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Board Chair Tasks

- eSign pending Qual/Certs; view expiring Qual/Certs for members on TAD
- eSign pending waivers; view expiring waivers
- Validate historical records
- Manage de-certified records
- Add/Edit members



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Board Chair Tasks Continued

- Manage inactive members
- Reassign their own Activities to another BC
- eSign/view pending annual reviews (when authority granted by CO)



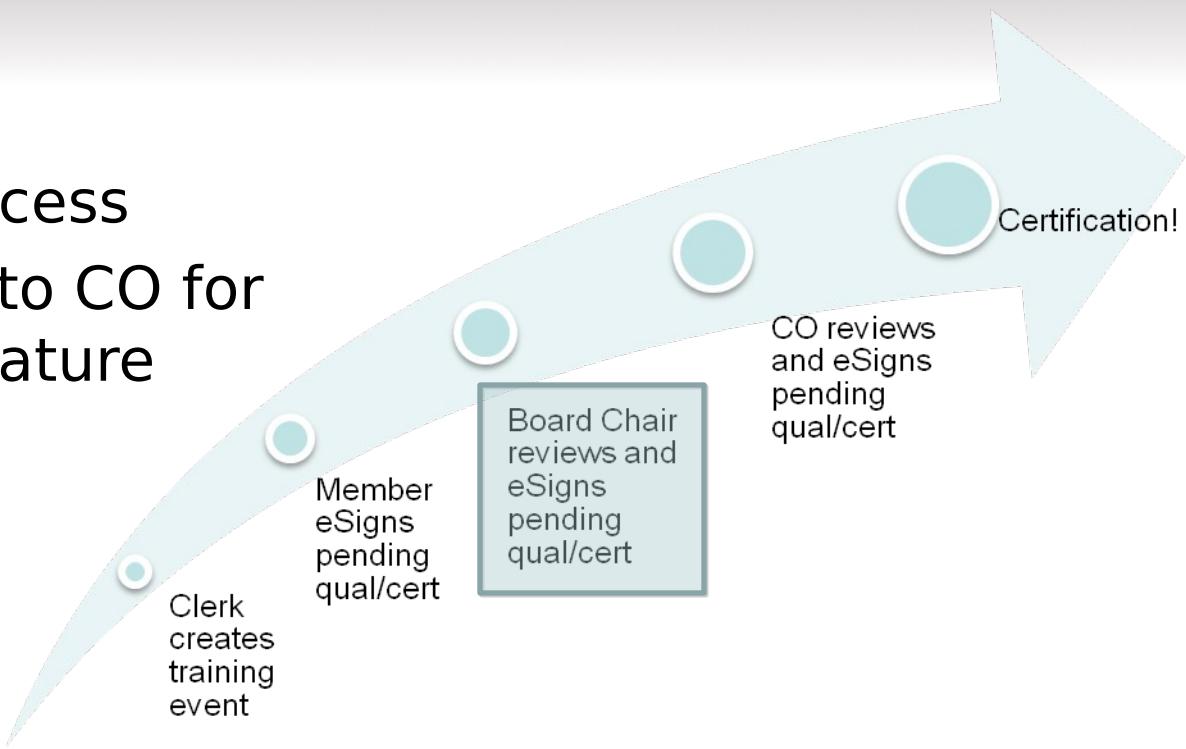
# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## eSign a Pending Qual/Cert

- Third step in certification process
- After this, goes to CO for review and signature





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# eSign Pending Waivers

- Waivers required when member doesn't hold minimum rank for a Cert level
- BC responsible for approval of pending waivers
- Similar process as approving pending Qual/Certs



## PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# Validate Historical Records

- Done for Training Records, not Training Events
- Historical training records are inserted in certification life cycle based on Cert status
- Will reflect current Cert status



## PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# Manage Decertified Records

- BC can recertify previously decertified records
  - If certification expires and then is renewed
  - If member returns from other billet before expiration
- Recertification means going back through process



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# Add/Edit Members

- Same capabilities as Clerk



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## Reassign Activities to BC

- BC and CO can do this
- If Board Chair goes on leave/transferred - can assign his Activities to another BC
- Allows continuity of certification process



# SUPPORTING THE WARFIGHTER A MARINE CORPS TRADITION

# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# COMMANDING OFFICER



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Commanding Officer Main Screen

**eEqual - Explosives Qualifications and Certifications Program**

Current Member: DUSTY.J.BAKER      Current Member Role: Commanding Officer

[Printer Friendly](#)

**Browse Personnel**

**Work Lists**

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(0\)](#)
- [View pending certifications \(0\)](#)
- [Validate historical records \(1\)](#)
- [View pending annual reviews \(0\)](#)
- [View records pending deletion \(1\)](#)
- [View records pending revocation \(0\)](#)

First Name:

Last Name:

Member ID:

MAKE Logon:

Activity Name

014-33040: MIL POL BN

014-33130: CORRECTIONS BN

**View Selected Personnel**

Select one or more Activities and/or enter criteria to view a personnel roster.



## PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# Commanding Officer Tasks

- View/Delete records pending deletion
- Add/Edit members
- Perform annual reviews
- Revoke for Cause
- Delegate/Revoke Responsibilities to BC
- Reassign BC/CO Activities to other BC/CO
- eSign pending waivers
- View expiring waivers
- eSign pending Qual/Certs
- View expiring Qual/Certs for members on TAD
- Validate Historical Records
- Manage Decertified Records



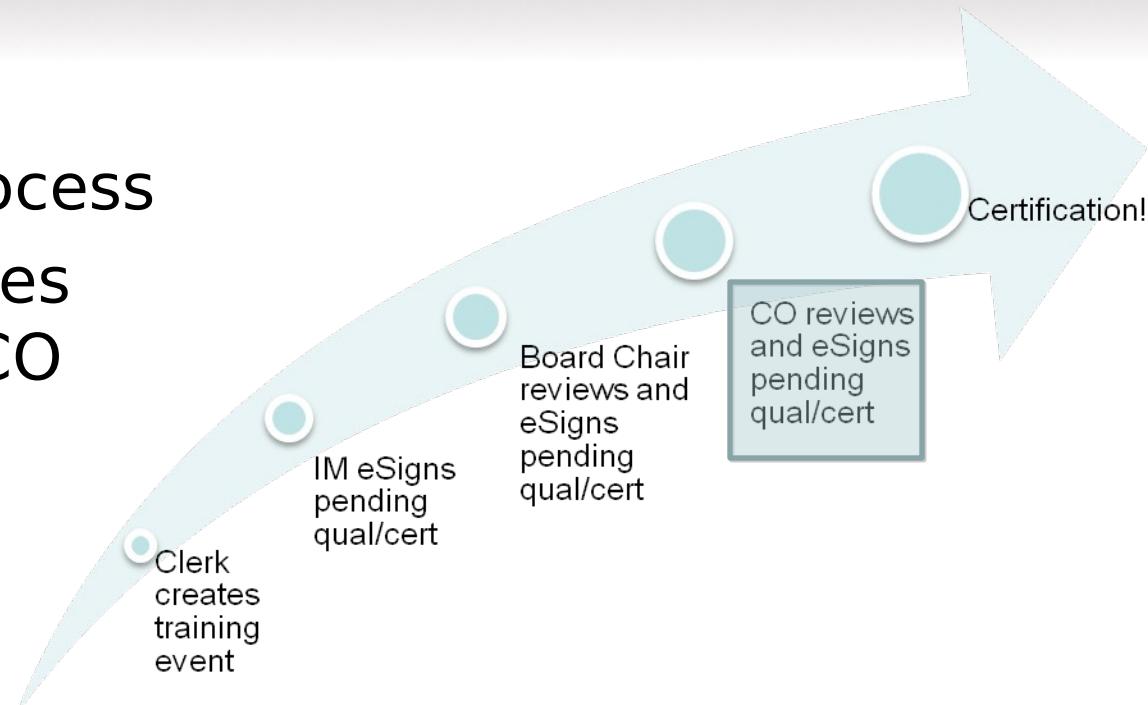
# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## eSign a Pending Qual/Cert

- Final step in certification process
- Training becomes certified once CO approves





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Delete Records Pending Deletion

- Clerk flags records for deletion
- CO approves or rejects recommendation



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Perform Annual Reviews

- CO must review all certifications annually
- If training has been kept current can renew certification and start the clock over



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



# Revoke for Cause

- Is a permanent decertification to remove the member from eQual as well as his/her MOS
- Is a result of safety concerns about that member
- Once the member is revoked, cannot be brought back



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Assign Activities to CO

- When CO goes on leave/is transferred - may need to assign Activities to another CO
- Maintains continuity of certification process

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A MARINE CORPS  
TRADITION



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## INDIVIDUAL MEMBER



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Individual Member Main Screen

**eEqual - Explosives Qualifications and Certifications Program**

[Home](#) [My Training History](#) [My Pending Qual/Certs](#) [FAQs](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: ROBERT.D.CABANA      Current Member Role: Individual Member

[Printer Friendly](#)

\* Indicates Required Field

**Personnel Training History**

LCpl Robert D Cabana      Member ID: 1307      MAKE Logon: robert.d.cabana      MCC: 014      RUC: 33040      Unit Name: MIL POL BN

**Certification Requests Awaiting My Signature**

<input type="checkbox"/>	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Rank/Grade	Event Type
--------------------------	------------	-------------------------	-----------------	------------	------------	------------

**Waiver Forms Awaiting Signature**

<input type="checkbox"/>	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Rank/Grade	Event Type
--------------------------	------------	-------------------------	-----------------	------------	------------	------------

Comments:



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



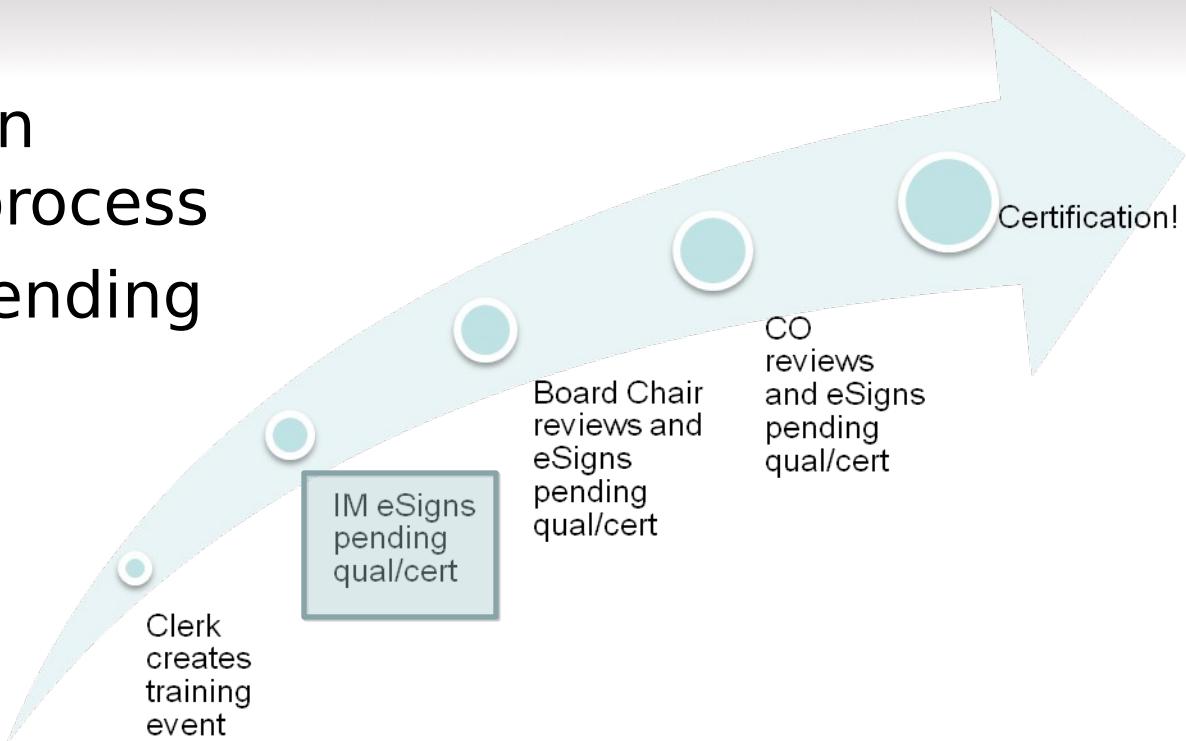
## Individual Member Tasks

- eSign pending Qual/Cert
- View own training history
- View own Qual/Cert status
- View FAQs



# eSign a Qual/Cert

- Second step in certification process
- Will remain pending until eSigned





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Q & A



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

# Points of Contact

**Captain Bill Inns: 703-432-8783  
Mr. Mike James: 703-432-8780**